



## TOWN OF FREMONT, NH BUILDING PERMIT PROCEDURE NEW CONSTRUCTION



All permit fees are payable upon request and issuance of building permits.

For FEES see Fremont Building “*Permit Fee Schedule*”.

All checks are to be made payable to Town of Fremont.

An impact fee per Fremont Zoning Art XIV may be required at time of issuance.

Impact Fees are listed within the “*Permit Fee Schedule*”.

Make all checks payable to Town of Fremont – Impact Fees. A separate check is required for this payment.

**A permit pulled after the work has commenced is subject to a \$100.00 penalty charge or double the normal permit fee whichever is greater. Insure that all trade permits are taken out prior to work starting.**

You will be required to provide the supporting detail for the calculations of square footage for your building permit fees. The Building Official’s Office will determine the actual and final fee due.

Your application will be reviewed by the Building Official, generally within 3 days of submission for residential construction and not more than 30 days for commercial applications. If your application is denied you will be told why and what you need to provide for approval. Once approved, you will be issued a building permit and given a building permit card.

The building permit card is a heavy weight cardboard Building Permit that is to be displayed on site at all times. The applicant is responsible to see that the building card is properly displayed and available for signature by the inspectors.

Required inspections may vary depending on the degree and complexity of your building project. Consult Town of Fremont “*Site Inspection Schedule*” for particular inspection requirements. The permit holder is responsible to inform the building inspector in a timely fashion for all required inspections prior to performing work beyond the inspection points.

Any questions consult with the Building Official – Thom Roy

*Telephone (603) 895-3200 x18*

*Building Inspector’s Office Hours:*

*Monday through Thursday 8:30 to 10:30 am and 3:30 to 4:30 pm*

*Wednesday evenings 5:00 to 7:00 pm*

*Other times by appointment.*

## New Construction

*A septic system plan with a state approval number, an approved driveway permit, and compliance to Fremont Zoning Ordinance and any other applicable regulations must be met PRIOR to issuance of a permit.*

1. A state-approved septic system design is required. Department of Environmental Services Chapter Env-Wq 1000.
2. An approved driveway permit from the Fremont Road Agent for all Town Roads and/or if on a State Highway, a driveway access permit from the NH Department of Transportation Division 6 is required.
3. Permit must reflect compliance to Fremont Zoning Ordinances and any applicable Site Plan Review and/or Subdivision Approval requirements.
4. Fremont has adopted the New Hampshire State Building Code (currently the International Code Council (ICC) 2006 editions). Other codes apply in the state or through reference within adopted codes. Example. NH Building Code & State Fire Code Chapter Saf-C 6000.

Proceed by getting a building permit application (*Application For Plan Examination and Building Permit*) from the Building Official's Office. Complete all areas that are applicable for your building project. If applying for additional permits (Electrical, Plumbing, Mechanical, Heating) you may do so at this time.

Information to be included on permit (varies based on complexity):

Property Detail

Owner/Applicant.

Location – to include address and/or tax map number.

Contractors – if known.

Building information – in particular the calculated square footages for permit fees.

Site Plan drawing – on the application or an additional detailed site plan may be required.

Floodplain Information if applicable

Other Project Document Submission – site plan, soil report, architectural drawings, structural drawings, mechanical drawings, electrical drawings, structural calculations, sprinkler and fire protection detail may be required depending on the complexity of the project. Most commercial applications will require detailed plan sets and prior third party review.

Utility/Trade permits are required for each areas of involvement. These are in addition to the structure building permit. Utility/Trade permits (electrical and plumbing) require that the applicant holding the license take out the permit and the applicant will be required to provide a copy of the applicant's trade license and a copy of a valid drivers license. The State of NH requires a gas fitters license to perform gas related work. No utility/trade work is to proceed without a permit.

Certification through the NH Public Utilities Commission's for energy compliance is required prior to installation of insulation for all new residential building projects.

## **ADDITIONS/RENOVATIONS, SHEDS, GARAGES, ETC**

**(non-commercial)**

1. If increasing the load on the septic system, you are required to get a state-approved septic design or validate through a septic designer that your existing system is sufficiently designed.
2. If a driveway change is proposed you are required to get a driveway permit.
3. All applicable buildings and construction must reflect compliance to current Fremont Zoning Ordinances and any applicable Site Plan Review and/or Subdivision Approval requirements.
4. Compliance to existing codes are required.
5. Change of use requires Fremont Site Plan Review and approval.

Fill out an application as above for new construction – completing all areas that are applicable. If increasing the size of the footprint of the building, make careful measurements to insure you meet the lot line setbacks that apply to your lot. On the application (or separate submission) draw a basic plan of what you intend to do. Label all lot lines and distances. Submit the application using the same procedure as NEW CONSTRUCTION. Additional project documentation and submissions may be required depending on the complexity of your building project.

### **Commercial and Change of Use**

*A septic system plan with a state approval number, an approved driveway permit, and compliance to Fremont Zoning Ordinance and any other applicable regulations must be met PRIOR to issuance of a permit. Site Plan Review and approval, if applicable, must be completed prior to issuance of a permit.*

1. A commercial use or change of use may require a SITE PLAN REVIEW application and approval through the Fremont Planning Board. If applicable this approval will be required prior to issuance of commercial or change of use type building permits.
2. A state-approved septic system design is required. Department of Environmental Services Chapter Env-Wq 1000.
3. An approved driveway permit from the Fremont Road Agent for all Town Roads and/or if on a State Highway, a driveway access permit from the NH Department of Transportation Division, 6 is required
4. Must meet all applicable requirements as noted for new construction. Additional document submissions may be required depending on complexity of your project. A third party review of detail plans may be required.
5. Permit must reflect compliance to Fremont Zoning Ordinances and any applicable Site Plan Review and/or Subdivision Approval requirements.
6. Fremont has adopted the New Hampshire State Building Code (currently the International Code Council (ICC) 2006 editions). Other codes apply in the state or through reference within adopted codes. Example. NH Building Code & State Fire Code Chapter Saf-C 6000.
7. Other Project Document Submission – site plan, soil report, architectural drawings, structural drawings, mechanical drawings, electrical drawings, structural calculations, sprinkler and fire protection detail – may be required depending on complexity of the project.